

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3760

TITLE: PARK SPECIALIST IV

GRADE: S-25

DEFINITION:

Under general supervision, directs the overall operations, services, personnel and maintenance of a large recreation center, a group of recreational parks or a large, complex golf facility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park Specialist IV class is distinguished from the Park Specialist III class in that Park Specialist IV positions manage park facilities with several major functions and a wider scope of complexity and management tasks. Park Specialist III positions typically manage facilities with fewer major functions (medium-sized recreation centers, recreation parks, groups of parks within an area, moderately complex golf sites) or manage the delivery of a specialized service County-wide (landscape/forestry or facilities maintenance).

ILLUSTRATIVE DUTIES:

Directs the overall operations, services and personnel of an assigned park location or unit;
Plans and schedules the work of subordinate staff and monitors and evaluates staff performance;
Ensures the development of site management on all levels by providing in-service training, individual corrective training and professional development programs;
Prepares, reviews and evaluates financial and administrative reports and analyzes current practices and trends;
Develops short- and long-term goals, operating objectives, strategies and implementation plans;
Reviews revenue, cost and attendance data and initiates actions to maximize site use and revenue;
Compiles and monitors the annual budget for the assigned unit;
Develops quarterly target projections and budget plans and adjusts appropriately;
Monitors financial activities, both revenue and expenditures, and maintains controls ensuring achievement of established objectives;
Authorizes the procurement of required items or services;
Plans and coordinates with agency and County staff on resource management issues for developed and undeveloped parks;
Reviews and recommends actions on plans for the acquisition, development, construction and renovation of park facilities;
Inspects, reports and resolves encroachments with citizens and appropriate staff;
Inspects assigned sites and facilities for cleanliness, maintenance, safety and operational effectiveness and ensures agency standards are met;
Ensures that all required certificates, licenses and permits are current and posted;
Interacts with citizens and community organizations regarding park use, maintenance and operational concerns;
Develops, implements and submits recommendations for improved service delivery;
Ensures that scheduling of activities at facilities maximizes revenue and customer satisfaction;

Interacts with other County agencies on issues affecting park management and operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of park or recreation center management;
Knowledge of financial management controls relating to budgeting and accounting of expenditures;
Ability to manage a large, complex operation with extensive capital equipment, property value and inventory;
Ability to motivate and supervise others;
Ability to develop and implement effective management practices;
Ability to schedule, coordinate and prioritize the work of a diverse group of employees;
Ability to evaluate employees' performance against comprehensive performance standards;
Ability to develop and implement staff training programs;
Ability to analyze programs and procedures and evaluate their performance against established objectives;
Ability to prepare clear and concise financial, administrative and operational reports;
Ability to prepare and adhere to a budget;
Ability to use a personal computer, applicable software and peripheral equipment;
Ability to maintain effective working relationships with employees and the general public;
Ability to make effective management level decisions.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelors degree in recreation and park management, business administration management or public administration;
PLUS
Four years of progressively responsible experience in park management or multi-faceted recreation center management, two years of which must have included supervisory duties.

CERTIFICATES AND LICENSES REQUIRED:

Motor vehicle operator's license;
First Aid and CPR certification, within 90 days of appointment.

REVISED: March 19, 1998
ESTABLISHED: January 12, 1987